

Planning Assistant

Hay Grade 6

Salary: £20,576 - £24,964 per annum

Hours per week: 37

Service: Planning and Building

Location: Beech Hurst, Andover

Due to an internal promotion we are looking for a new team member to work as part of our Southern Area Development Management Team in Andover.

With a positive attitude to development you will be joining a busy working environment and will be helping us to make a positive contribution to maintaining and enhancing the unique character and environment of Test Valley.

As a Planning Assistant you will be responsible for carrying out the Council's statutory development management responsibilities within the Borough. This post will have a wide range of responsibilities including dealing with a range of different types of planning applications and appeals, and providing advice to the public. It would be ideal for those looking to start a career in planning or a recent graduate.

You will be a good communicator and enjoy working as part of a team, have excellent customer care skills, enthusiasm and an interest in the natural and built environment. You should be educated to degree level or equivalent. Support and training will be provided to develop into the role.

For an informal discussion about this post please contact Mark Staincliffe, Principal Planning Officer, on 01264 368733.

If you wish to apply for this role please visit our [website](#). Alternatively you can contact our Human Resources Team on, 01264 368106 or email jobs@testvalley.gov.uk

Closing date for return of application forms is Friday 22nd June 2018.

COMMITTED TO EQUALITY OF OPPORTUNITY IN EMPLOYMENT AND SERVICES



Job Description & Person Specification

Job Title:	Planning Assistant	Job Reference:	50361201
Service:	Planning and Building		
Location:	Beech Hurst	Grade:	6
Reports to:	Principal Planning Officer		
Date:	May 2018		
Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:			
Accountability, Ambition, Empowerment, Integrity, Inclusiveness.			
Main job purpose			
To provide advice and guidance to our customers on planning, in particular development control and to process planning applications.			
Main responsibilities and duties			
<ul style="list-style-type: none"> • To undertake assessment, negotiations, make judgements and recommendations in written reports on planning applications to the Head of Planning and Area Planning Committees. • To assess, make qualified judgements and respond (telephone, written and personal) to enquiries regarding planning issues. • Prepare appeal statements for written representations, appeals and attend Planning Inspectors' site visits. • Register and validate all types of planning applications. 			
Supervision and management			
N/A			
Resources			
N/A			
Contacts and relationships			
Contact with the public with risk of challenge or abusive behaviour			

Other Factors

- Some occasional evening working may be required
- Full driving licence and access to a car will be required
- Commitment towards continuing professional development.
- Interest in the built and natural environment

Corporate Responsibilities

All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager.

Particular aspects include:

Health and Safety - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.

Safeguarding - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.

Equalities – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.

Social Media - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

Financial – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

Risk Management - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

Data Protection and Data Security - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.